

# MEDIA AND TECHNOLOGY

April 1999



Thank you for hearing my appeal for help and sending your information sheets to my office. If you have not sent the information sheet included in the last newsletter, please take a few minutes to do so.

## Table of Contents

- 1997-98 Core Data report
- 1998-99 Core Data report
- Copyright
- Information and Technology Literacy
- Auntie Litter (brochure in mailing)
- Captioned films
- Professional materials / State Library
- Y2K guide
- Show-Me Readers Award List
- National technology standards
- Web sites
- Free materials for schools
- Project ACCESS
- AccuNet / AP Photo Archive
- Library Standards FAQ
- Core Data sample sheet with explanation

## **CORE DATA REPORT submitted June 30, 1998**

Approximately 400 people received a letter (October 1998) indicating there was a possible problem with the numbers submitted in the June Core Data Report. Upon review of the reports submitted to Core Data last June, I discovered problems with the number of countable compared with the total number of holdings.

In February 1999, a letter was sent to 130 people who did not respond to the first request for corrections. A letter was also sent to the Superintendent of the district at that time. Almost all reports have now been corrected.

Hopefully the Core Data report will be easier to complete this spring. Please remember the report is due from your district no later than June 30, 1999. Your information will be needed by the district before that time. Contact the Core Data person in your district if you have not been told when the information is needed.

Please use the Winter 1998-99 Media and Technology newsletter to assist you in completing the report. I hope the newsletter will walk you step by step through the process and you won't end up like the guy below.

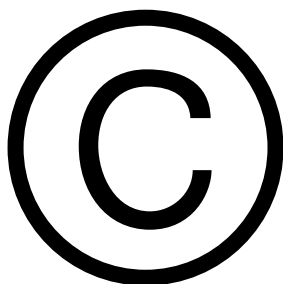


If you cannot locate the newsletter in your files, it is available on the web **<http://www.dese.state.mo.us/divinstr/curriculum/lmcindex.htm>** Choose Media and Technology Newsletter and then Winter 98-99.

## **CORE DATA REPORT to be submitted June 30, 1999**

I will check the total countable compared to the total holdings for accuracy on the next report. In addition, I will check the financial information submitted in the report. Spot checks indicate probable inaccuracies in the report. Without accurate information, I can't use the information to prove anything about LMC programs.

The information requested is important and I vow to make use of the data or quit requesting it. I must have accurate information before I can report comparisons between districts, etc.



### **COPYRIGHT and SCHOOLS**

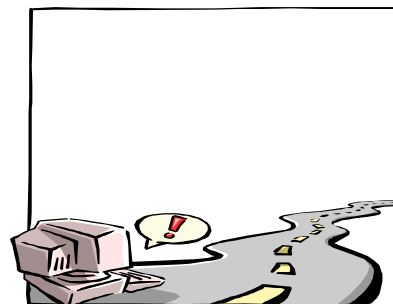
Several presentations have been made around the state concerning copyright and schools. Sharon Early (Lee's Summit) and Dale Guthrie (Clayton) have assisted me in several of the presentations.

Printed guidelines and brochures have been given to the attendees and there has been positive reaction especially to the brochures. I have received several calls from administrators concerned with items detailed in the brochures. Their main questions have been about the use of videos for reward or entertainment. If you have

not received the brochures, you may access them on the web.

**<http://www.dese.state.mo.us/divinstr/curriculum>**. Choose Library Media Centers from the menu and then Copyright. The brochures are for your use.

I plan to conduct many presentations next year including conferences for administrators. I believe this is one topic that must be dealt with from the top down rather than the bottom up. Many staff members do not consider copyright compliance important until the administrators convey **their** belief that it is important.



### **INFORMATION AND TECHNOLOGY LITERACY: COMPANION TO THE SHOW-ME STANDARDS**

The topic of my regional meetings during the 1998-99 school year was the Information and Technology Literacy: Companion to the Show-Me Standards. To be honest, I was disappointed with the low attendance at the meetings. I had 13 meetings in various areas of the state and the largest group was 36. The majority of meetings had less than 12 people attending.

The general opinion voiced after the meetings was the document would be helpful especially when developing curriculum. Most people felt meeting the document would be difficult to understand and use without the explanation given during the meeting.

Thanks to input from attendees, I have made several changes to the document format to make it more understandable without face-to-face instruction. I am concerned it will still be confusing unless you have attended a meeting. Print copies will be mailed in the fall with the first newsletter. It is currently available on the Internet

**<http://www.dese.state.mo.us/divinstr/curriculum>** Choose Library Media Centers from the menu.

Information from the document will be included in a CD-ROM product being developed by Instructional Materials Laboratory (IML). The CD-ROM contains the Curriculum Frameworks, Annotations, and the Information and Technology Literacy Document. The CD-ROM is being developed to assist schools in aligning their curriculum to the Show-Me Standards. The CD-ROM will be inexpensive and may be something your district will want to purchase. I do not have an availability date at this time.

### **AUNTIE LITTER NEEDS YOU!**

A brochure from Auntie Litter is included in this mailing. It includes information about available materials concerning litter and the environment.



### **CAPTIONED FILMS**

The Captioned Media Program (CMP) is fully funded by the U. S. Department of Education and has been supplying open-captioned classroom videos, catalogs, and lesson guides free of charge. There are over 4,000 titles in the CMP collection. Each title comes complete with a lesson guide.

Open-captioning requires no decoders or other special devices, only a TV and a VCR are necessary. Upper and lower case letters are used in the captions. A complete soundtrack remains on the video, allowing the integration of the entire class into the learning process and the additional exposure to written language benefits the entire class.

### **Contact Information**

Captioned Media Program  
National Assoc. of the Deaf  
1447 E. Main St.  
Spartanburg, SC 29307  
voice 800-237-6213  
fax 800-538-5636  
e-mail [info@cfv.org](mailto:info@cfv.org)  
**<http://www.cfv.org>**

### **MISSOURI STATE LIBRARY'S PROFESSIONAL MATERIALS COLLECTION**

The following books and other materials on library theory and practice are available for loan from the Missouri State Library's Professional Materials Collection by calling **573-526-7809**. Please request materials by title and item number. Loan period is two weeks.

3.31 *Authoritative Guide to Web Search Engines*. Susan Maze, David Moxley, and Donna J. Smith. New York: Neal-Schuman, 1997

Published to many favorable reviews, this practical guide will help Web users to effectively use search engines. Two of the authors are Missourians.

3.32 *Budgeting*. Alice Sizer Warner. (A How-to-Do-It Manual for Librarians). New York: Neal Schuman, 1998

A primer on money "designed to empower, to help readers to understand their budgets, to put these budgets into larger contexts, to deal intelligently with their budgets, actually to own their budgets."

3.35 *People Skills for Library Managers; A Common Sense Guide for Beginners.* Lucile Wilson. Englewood, CO: Libraries Unlimited, 1996.

Straight talk from a 25-year library veteran; a practical guide with real-life examples and applications.

### 3.39 *Using Children's Books in Preschool*

**Settings.** Steven Herb and Sara Willoughby-Herb. (A How-to-Do-It Manual for Librarians). New York: Neal-Schuman, 1994.

Emphasizes hands-on use of children's books with children from birth through age five. All the recommended books have been shared with preschool children and their parents and caregivers.

## Y2K

### YEAR 2000 COMPLIANCE (Y2K)

If you are needing information about Y2K compliance, check <http://www.cgcs.org/y2k12/>. The document was developed by the U.S. Dept. of Education and the Council of the Great City Schools. It was created to assist the nation's elementary/secondary schools and school districts address their Year 2000 (Y2K) problem. "The information contained in this guide is not intended to provide a complete solution to the Y2K problem but hopefully help those who read it to understand, break down, and address the problem effectively and efficiently".



### SHOW-ME READERS AWARD MASTER LIST 1999-2000

Cannon	<i>Verdi</i>
Demi	<i>One Grain of Rice</i>
Ernst	<i>Bubba and Trixie</i>
McCully	<i>Starring Mirette and Bellini</i>
McKissack	<i>Ma Dear's Aprons</i>
McPhail	<i>Edward and the Pirates</i>
Meddaugh	<i>Cinderella's Rat</i>
SanSouci	<i>The Hired Hand: An African-American Folktale</i>
Stewart	<i>The Gardener</i>
Tunnell	<i>Mailing May</i>

#### Contact information

Susan Nichols  
1817 Katy Lane  
Columbia, Mo 65203-5443  
573-445-7470  
[snichols@columbia.k12.mo.us](mailto:snichols@columbia.k12.mo.us)

### ISTE NATIONAL TECHNOLOGY STANDARDS FOR STUDENTS

The International Society of Technology in Education (ISTE) released the first in a series of documents designed to guide educators as they address issues of technology instruction.

The standards are grouped into six different categories:

- Basic operations and concepts
- Social, ethical, and human issues
- Technology productivity tools
- Technology communication tools
- Technology research tools
- Technology problem-solving and decision-making tools.

A copy of the standards is available via the ISTE website. <http://www.iste.org/>

## WEB SITES



## BIOBLOGRAPHIC INFORMATION

A site on the web develops bibliographic citations after a simple input of information. Citations are available for a variety of formats.

<http://www.nueva.pvt.k12.ca.us/~debbie/library/research/research.html>

## PROJECT WHISTLESTOP

Harry S. Truman information (Truman Library)

<http://www.whistlestop.org/>

## USA TODAY HOT SITES

<http://www.usatoday.com/life/cyber/chb0721.htm>

## MISSOURI DIVISION OF TOURISM

<http://www.missouri.tourism.org>

## MSIP PROCEDURES HANDBOOK - 1999

<http://www.dese.state.mo.us/divschsvc/msip/99-2000Proceduresmanual.doc>

## FREE MATERIALS FOR SCHOOLS AND LIBRARIES

A newsletter is published five times per year that is dedicated to providing educators and libraries with a list of recommended free materials and services. All materials in the newsletter have been examined by professional reviewers and are

recommended due to their accuracy and/or technical quality and their suitability for use in schools.

All materials are free. Inexpensive materials are not included, nor are samples or catalogs. Short descriptions are included for the materials. Each issue includes 80-100 items.

## Contact information

Connaught Education Services  
Jim Clark  
Box 34069  
Dept. 349  
Seattle, WA 98124

## PROJECT ACCESS

Project ACCESS provides a list of materials that could be used to enhance the professional collection of a school. Each school district was given a copy of the book. Additional copies may be ordered at a cost of \$5.00 each.

DESE funds this library as one of the technical assistance and support services to special and general educators in Mo. With the intention of improving the educational performance of all children.

The Project ACCESS library contains thousands of items directed toward educating special children of all levels, as well as typical children who may be at risk of poor performance. Texts, student use materials, video and audio tapes, assessment instruments, periodicals, research collections, communication devices, and information packets are available to *anyone* who wishes to borrow from this extensive library. It's a phone call away and **free of charge!**

## Contact information

Project ACCESS  
Southwest Mo. State University  
901 S. National  
Springfield, Mo 65804  
phone 417-836-6755  
fax 417-836-4118

## ACCUNET/AP PHOTO ARCHIVE

If you are needing a source of photos students and staff may use without worry of copyright infringement (as long as used in the education setting and not made available outside the school – see contract for specifics), check this web site. <http://ap.accuweather.com>. There are 700,000 photographs in the collection and it is updated every four seconds. Hundreds of photographs are added each day. Future plans include the addition of 400,000 charts, graphs, and tables from the AP.

The cost is based on the number of access points you wish to have in the school. You may purchase by building or by district. You may also purchase as a consortium with other districts.

You may request a 30 day free demo via the Internet.

### Contact information

Richard Towne  
AccuWeather  
619 W. College Ave.  
State College, PA 16801  
phone 888-738-9847  
fax 814-231-0453  
e-mail [salesmail@accuwx.com](mailto:salesmail@accuwx.com)

## LIBRARY STANDARDS FREQUENTLY ASKED QUESTIONS (FAQ)

1. **Q.** I have a MOREnet connection and access to EBSCO Master File and Primary Search. Can I count these resources for periodicals? **A.** Yes, you may count any electronic source as ½ of the required number of periodicals. If you are required to have 30 periodicals and students have access to electronic sources, you may count the electronic as 15 and have 15 in print.
2. **Q.** Do I have to limit myself to only ½ print periodicals if I need more to serve my students? **A.** No, you may have as many as you wish.
3. **Q.** How do I count print encyclopedias? **A.** One per volume. Each print volume of an encyclopedia set may be counted as one (if the set has 22 volumes, the count is 22). You may count only those encyclopedias that are not older than five (5) years.
4. **Q.** How do I count an encyclopedia available on CD-ROM if it can only be used on one workstation (not-networked)? **A.** You may count the stand-alone CD-ROM as one (1) because only one concurrent student may use it. The five (5) year rule applies to encyclopedias on CD-ROM.
5. **Q.** How do I count an encyclopedia on CD-ROM if it is available on the network? **A.** You may count the networked CD-ROM as one (1) per workstation up to a total of 20. If you have 6 workstations networked, the count would be 6; 18 networked workstations count would be 18; 24 networked workstations count would be 20.
6. **Q.** Why is the limit on networked resources 20? **A.** It is possible to have so many workstations throughout the building that with less than five (5) resources available on the network you could fulfill the quantity levels if you counted each networked workstation. Students need access to a variety of resources, not just electronic, so the number limit was set at 20.
7. **Q.** Some of the time-sensitive Dewey Decimal areas are not covered in the curriculum so the resources would not be used. I hate to waste money on something I know will just sit on the shelf. Do I have to invest in these resources just to have a number on paper? **A.** No. Please do not buy something just to satisfy a number field on the report. Prioritize the needs of the collection and buy accordingly. Please check each time-sensitive section at least annually as curriculum does change.
8. **Q.** The budget recommendation is causing a problem for my superintendent. She says it is not possible for the district to spend over 50

dollars per student for print and non-print resources. What should I say? **A.** Tell your superintendent we know there is a problem with the way the recommendation is worded and interpreted. There are plans to convene a committee of superintendents and library media specialists to work on the problem. Information will be disseminated to superintendents and library media specialists when the work is complete.

9. **Q.** Are the Standards available on the web? **A.** Yes. The address is **<http://www.dese.state.mo.us/divinstr/curriculum>** Choose Library Media Center from the menu.

10. **Q.** A handbook is mentioned in several places in the Standards. Where can I find it? **A.** It is available on the web. The address is **<http://www.dese.state.mo.us/divinstr/curriculum>** Choose Library Media Center.

11. **Q.** What do I need to do after I complete the report? **A.**

- **Give** the Core Data person in your district (typically the superintendent's secretary) the information so it can be reported to the State.
- **Request** a copy of the Core Data report before it is sent to the State to check for accuracy.
- **Report** any corrections that are needed immediately.
- **Complete** the quality portion of the report. This information is not reported to the state but may be the most important information for internal planning.
- **Prioritize** the needs of the collection based on student, staff, and curriculum needs. Determine the area that must receive attention first.

- **Create a plan** to address the deficit areas. This plan should identify how many volumes / items you need to gain between the time the plan was made and the next MSIP review. Once you make the plan, you do not need to create a new plan unless revisions are needed due to a change in need. Review it yearly and document the improvement to support your MSIP review.

- The needs of the collection must be included in the district **CSIP** (Comprehensive School Improvement Plan) long range plan. This plan is required by MSIP and Federal Programs. The CSIP plan will be checked during the MSIP review to determine if library plans are included. The CSIP plan has a focus of student achievement / student improvement. Improved resources support achievement. If teachers and students have better resources to support curriculum then students should achieve more.

12. **Q.** On page 13 of the Standards, there are two boxes indicating the number of resources for Grades 6 and under and Middle/ Junior High School in the area of Reference. Do I use the "Not fewer than" for my school? **A.** No. Please use the spreadsheets in Appendix C of the Standards (starting on page 59). The boxes on page 13 (and other pages) are **MINIMUM** resources. The spreadsheets are specific to your population.

13. **Q.** Will the time-sensitive Dewey areas change? **A.** There are no plans to change the Dewey areas at this time.

14. **Q.** My LMC serves grades K-8. What table should I use to determine quantities? **A.** Please use the table for grades 6 and under.

15. **Q.** My LMC serves grades 7-12. What table should I use to determine quantities? **A.** Please use the table for high school.

16. **Q.** The samples listed in questions 14 and 15 still don't address my situation. What table should I use to determine quantities? **A.** Use the table that best matches your population. Do NOT combine tables, use only one table. If you are not able to decide which table you should use, contact me.

17. **Q.** Is there a list of copyright dates to use to determine countable and non-countable? **A.** It is available on the web. The address is **<http://www.dese.state.mo.us/divinstr/curriculum>** Choose Library Media Center.

Best wishes for an enjoyable summer. I know many of you will be working at something but hope you will be able to have a few days to relax and come back in the fall with new energy.

Thank you for making my job enjoyable and never dull. I look forward to working with you in the new millennium.

*Lisa*



## CORE DATA REPORT ACCURACY

Many people have asked why I sent them letters indicating their Core Data report was suspect. Below is an example screen from Core Data. This is the information I reviewed before sending the letters asking for revisions.

- **Reference, Non-fiction, and Visual Material**

- Total countable quantities will typically be at least 80% of the total holdings. Please remember MOST of the collection counts no matter the age. If total countable was less than 70% of the total holdings, I sent a letter.
- Elementary reference collections with a large number of print encyclopedias may show a large difference but most collections will not.

- **Reference**

- I would expect to see numbers in the 450 - 500 range in the total countable column with 584 total holdings.

- **Non-fiction**

- I would expect to see numbers in the 6000 - 7000 range in the total countable with 7351 total holdings.

- **Visual Materials**

- I would expect to see numbers in the 350-400 range in the total countable with 473 total holdings.

Acrobat Exchange - [april99.pdf]

File Edit Document View Tools Window Help

CD20M2  
7A

CORE DATA SYSTEM  
LIBRARY MEDIA CENTER

4/02/99 15:48:34  
FILE: CORE DATA

SCHOOL YEAR: 1998 - 99 DIST CODE/NAME: CCC - DDD  
SCHOOL NO/NAME: SSSS

	TOTAL HOLDINGS	TOTAL ITEMS COUNTABLE		ACCESS LMC	POINTS BLDG
REFERENCE:	584	46	PERIODICAL WRKSTN:	3	25
NONFICTION:	7351	1098	ELECTRONIC CATALOG:		
FICTION:	4672		CD-ROM:	3	25
MAGAZINE SUB:	24		DIAL UP (MODEM):		
NEWSPAPER:	2		DIRECT INTERNET:	3	25
PERIODICAL INDEX:			SATELLITE/CABLE:	1	
VISUAL MATERIAL:	473	36	FACSIMILE MACHINES:		
PROF MATERIAL:	138	34	TELEPHONE LINES:	1	
PROF JOURNAL SUB:	5				
SELECTION:	1				

Page 8 of 8 132% 8.08 x 3.78 in